



Agenda Item Form

Agenda Date: March 30, 2004

Districts Affected: 3

Dept. Head/Contact Information: Byron E. Johnson, Director of Purchasing, (915) 541-4308

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☒ Other Source: Airport Capital Funds

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The furniture to be purchased will be for repairs or replace worn item/parts and to furnish and install furniture in any new Airport facilities.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Airport Capital Funds will fund the Airport's purchases. As the materials are required, they will be expensed against available appropriation authority..

Statutory or Citizen Concerns:

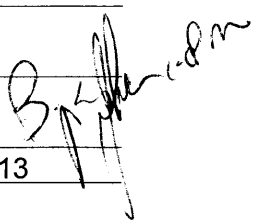
Not applicable.

Departmental Concerns:

Not applicable.

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DATE: March 24, 2004
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Clerk-Typist II ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **MARCH 30, 2004.**

Item should read as follows:

Request approval for the Director of Purchasing to exercise the City's option to extend
Contract No. 2002-203 between the City of El Paso and BPSI, El Paso, Texas, to
Furnish & Install Modular Furniture for the Department of Aviation (for two additional
years) starting August 15, 2004, and ending, August 14, 2006.

Department:	<u>Department of Aviation</u>
Funds available:	<u>62620028-PAP0004100</u>
Funding source:	<u>Airport Capital Funds</u>
Total amount:	<u>\$25,000.00 (Estimated annually)</u>
District(s):	<u>3</u>

Contact person: Enrique Acosta, Jr., Procurement Analyst at 541-4267

AGENDA FOR: MARCH 30, 2004

02 3 PM 25 MAR 2004
CITY CLERK DEPARTMENT



PURCHASING DEPARTMENT

TO: City Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing

THRU: Enrique Acosta Jr.
Procurement Analyst

DATE: March 23, 2004

Please place the following item on the CONSENT COUNCIL AGENDA for the Council Meeting of Tuesday, March 30, 2003.

Item should read as follows:

Request approval for the Director of Purchasing to exercise the City's option to extend Contract No. 2002-203 between the City of El Paso and BPSI, El Paso, Texas, to Furnish & Install Modular Furniture for the Department of Aviation (for two additional years) starting August 15, 2004, and ending, August 14, 2006.

Department: Department of Aviation
Funds available: 62620028-PAP0004100
Funding source: Airport Capital Funds
Total amount: \$25,000.00 (Estimated annually)
District(s): 3

CITY CLERK'S USE:

ITEM NO. _____

DATE:

February 4, 2004

TO: Paige Waggoner - Airport

CC: Joe Lugo - Airport
Steve Davis - Airport
Enrique Acosta - Purchasing

FROM: Isabel F. Portillo - Purchasing

SUBJECT: MODULAR FURNITURE, FURNISH AND INSTALL
2002-203 BPSI

The contract referenced above expires on AUGUST 13, 2004

Please complete and return to the Purchasing Department. Indicating the action(s) you desire will assist in determining and specifying your requirements in the Bid.

☒ Contract has Option to extend the term of the contract for twenty-four additional months at the same unit price if option is exercise with one or two years from date of award of contract.

☐ No changes required, bid this solicitation in its present form.

☐ Changes are required, bid this solicitation with enclosed changes.
(Please Highlight Changes)

☐ Discontinue the services/commodities furnished through this contract.

☐ Please indicate dollar amount the department has budgeted for this purchase \$ _____/year.

Please send the information to this office no later than MARCH 4, 2004.

SIGNATURE/TITLE: _____, Director of Aviation

DATE: 2/13/04

The following funding information needs to be included with your request to re-bid or extend the contract.

Budget No.: 62620078

Project Code: PAP0004100

Funding Source: Airport Capital Funds

THANK YOU FOR YOUR PROMPT RESPONSE:
Isabel F. Portillo

Enrique
for your
info.
2-24-04